

-Approved-

University Council
Gold Room – Bibb Graves Hall
October 3, 2012

Present:

Dr. Rebecca Turner, Vice President for Academic and Student Affairs
Dean John-Bauer Graham, Library Services
Dean Sarah Latham, College of Nursing and Health Sciences
Dean Earl Wade, College of Arts & Sciences
Dean John Hammett, College of Education and Professional Studies
Dean Bill Fielding, College of Commerce and Business Administration
Mr. Clint Carlson, Vice-President for Administrative and Business Affairs
Dr. Benjie Blair, Faculty Senate President
Mr. Jason Sumner, President of SGA
Ms. Kelly Osterbind, Registrar
Dr. Frank King, Associate Vice President for Distance Education
Mr. Vinson Houston, Vice President for Information Technology
Dr. Charles Lewis, Vice President for University Advancement
Dr. Louise Clark, Associate Dean, College of Commerce and Business Administration
Dr. Tim King, Associate Vice President for Enrollment Management & Student Affairs
Mr. Tim Garner, Executive Director, Marketing and Communications

Absent:

Mr. Tony Bennett, University Auditor
Dr. Joe Delap, Associate Vice President for Academic Affairs
Mr. Don Killingsworth, Government Relations
Dr. Alicia Simmons, Director, OIRA

Guest:

Ms. Rosalynn Martin, Director, Human Resources

Old Business:

Minutes of the September 19, 2012 meeting were approved as submitted.

Dr. Rebecca Turner reported that Dr. Meehan did not support the previously proposed academic calendar; additionally, he would like for classes to begin a week earlier than proposed. The council raised several concerns regarding an earlier start date. Dr. Tim King was asked to check on any potential problems related to financial aid.

Ms. Rosalynn Martin, Human Resources Director, discussed the following issues related to both student employees and university staff: 1) an online student employee training program will be used in the future for both undergraduate and graduate students. Student employees must take the proposed online orientation program in the office of their employment. The requirement for

training will become effective January 1, 2013. 2) Ms. Martin asked the University Council to review the proposed evaluation process including the Staff performance Evaluation and the Administrator Review Policy # 1-02:09. Comments should be submitted to Ms. Martin no later than October 22, 2012. Those responsible for evaluations have until April 21, 2013 to start the required one-on-one meetings. The first evaluation period is calendar year 2012. The council will discuss the staff evaluation process on October 17th. 3) Ms. Martin discussed preventing employment discrimination. JSU will use an in-house prepared employment discrimination program which will commence in April 2013. Required participation is only for hiring managers and search committees.

Dr. Turner announced the name for the Office of Institutional Research and Assessment (ORIA) has officially been changed to **The Office of Planning and Research**. The new title for the director, Dr. Alicia Simmons, is **Executive Director for Planning and Research**.

New Business:

Mr. Jason Sumner gave the following report for the SGA: the Homecoming Pageant will be held on October 10th at 7:00 pm in the Leone Cole Auditorium. Also, the pep rally will take place on October 25th.

Dr. Benjie Blair, Faculty Senate President, reported that the Faculty Senate still has IDEA on their agenda. They have also voiced a concern relating to the loss of two physicians at the Student Health Center. The Faculty Senate has suggested replacing those two physicians in order to prevent a physician shortage at the Student Health Center.

Dr. Charles Lewis mentioned that a feasibility study will be conducted in October. The Foundation Board Meeting will be held on October 19th. Also, Dr. Lewis addressed the need for space to accommodate a large format printer that will be of great value to the university community.

Announcements:

Dr. Turner announced that she and Dr. Lewis will leave for Washington, D.C. on October 10th to attend various alumni functions.

Mr. Greg Bonds announced that the October 20th football game will start at 11:00 am rather than the time previously announced.

Ms. Kelly Osterbind, Registrar, has accepted another position and will be leaving JSU. Appreciation and regrets were expressed at her leaving.

Meeting adjourned.